

# CAREER OPPORTUNITY BULLETIN



**Date: February 5, 2007**

**Bulletin # 656**

This Career Opportunity Bulletin may also be viewed on our website at  
[www.parks.ca.gov](http://www.parks.ca.gov)

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

## HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296-0001

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

**FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: February 16, 2007**

California Relay Service  
**TDD 1-800-735-2929**

Jobs Phone Line  
**1-916-653-6995**

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

## **Career Opportunity Bulletin #656**

- **ASSOCIATE ARCHITECT – ACQUISITION AND DEVELOPMENT DIVISION/  
NORTHERN SERVICE CENTER/SACRAMENTO**
- **COMMUNICATIONS OPERATOR – PUBLIC SAFETY DIVISION/NORTHERN  
COMMUNICATIONS CENTER**
- **COMMUNICATIONS OPERATOR (PERMANENT INTERMITTENT) (6 POSITIONS) –  
PUBLIC SAFETY DIVISION/NORTHERN COMMUNICATIONS CENTER**
- **ENVIRONMENTAL SCIENTIST (PERMANENT INTERMITTENT) – DIABLO VISTA  
DISTRICT**
- **GUIDE I (HISTORICAL MONUMENT) – CAPITAL DISTRICT/GOVERNOR’S MANSION  
STATE HISTORIC PARK**
- **MAINTENANCE MECHANIC – MARIN DISTRICT/MARIN SECTOR**
- **MAINTENANCE MECHANIC – NORTHERN BUTTES DISTRICT/LAKE OROVILLE  
SECTOR**
- **PARK MAINTENANCE WORKER I – ACQUISITION AND DEVELOPMENT DIVISION/  
ACCESSIBILITY SECTION/NORTH CREW**
- **PARK MAINTENANCE WORKER I – NORTHERN BUTTES DISTRICT/ VALLEY  
SECTOR/COLUSA-SACRAMENTO RIVER STATE RECREATION AREA**
- **PARK MAINTENANCE WORKER II – DIABLO VISTA DISTRICT/ SILVERADO  
SECTOR**
- **PERSONNEL SUPERVISOR I – PERSONNEL SERVICES/TRANSACTIONS UNIT/  
HEADQUARTERS/SACRAMENTO**
- **STAFF COUNSEL – LEGAL OFFICE/HEADQUARTERS/SACRAMENTO**
- **STAFF SERVICES MANAGER I – ADMINISTRATION/PERSONNEL TRANSACTIONS  
UNIT/HEADQUARTERS/SACRAMENTO**

*The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.*

- **LIFEGUARD – CENTRAL VALLEY DISTRICT/FOUR RIVERS SECTOR/SAN LUIS RESERVOIR STATE RECREATION AREA**
- **LIFEGUARD (3 POSITIONS) – INLAND EMPIRE DISTRICT/LAKE PERRIS STATE RECREATION AREA**
- **STATE PARK RANGER (3 POSITIONS) – ANGELES DISTRICT/MALIBU SECTOR**
- **STATE PARK SUPERINTENDENT I – COLORADO DESERT DISTRICT**
- **STATE PARK SUPERINTENDENT II – SIERRA DISTRICT/ALPINE MONO SECTOR**
- **SUPERVISING STATE PARK RANGER – MARIN DISTRICT/MARIN SECTOR**

### WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility and who meet this eligibility by the established final filing date.** Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314

Only the most qualified candidates will be selected for an interview  
And all appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (CAUSE): Positions for voluntary geographic transfers will be filled in accordance With Article 16, section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)  
Positions for voluntary geographic transfers will be filled in accordance with Article 17, sections 17.1-17.7 of the unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)  
Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 Of the unit 13 collective bargaining agreement.

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

### **ASSOCIATE ARCHITECT (\$5633 - \$6844) – ACQUISITION AND DEVELOPMENT DIVISION/ NORTHERN SERVICE CENTER/SACRAMENTO**

The reporting location for this position is the Northern Service Center located at One Capitol Mall in Sacramento. This position will work under the direction of the Senior Architect. The primary duties include responsibility for individual projects and groups of projects including; research, programming, design, cost estimating, preparation of working drawings and specifications, bid coordination, construction observation, and progress payment authorization. The projects include, but are not limited to: deferred maintenance, minor capital outlay, major capital outlay, concessions, repair projects, and special projects identified by the Department. A strong working knowledge of the California Building Code including the State Historic Building Code and Handicap Accessibility regulations is desirable. It is also desirable that the candidate have the ability to prepare contract documents using CAD programs (Autocad and Architectural Desktop). **Candidates must possess a valid license to practice architecture in the state of California. Please provide proof of eligibility with application. State housing is not available.** For further information regarding this position, please contact Kathy Amann at (916) 445-7961.

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

**COMMUNICATIONS OPERATOR (\$3016 - \$4147) – PUBLIC SAFETY DIVISION/NORTHERN COMMUNICATIONS CENTER**

The reporting location for this position is the Northern Communications Center (NORCOM) located in Rancho Cordova. NORCOM is a 24-hour public safety communications center. This position will work under the direction of the Communications Supervisor. The incumbent will dispatch State Park Peace Officers, National Park Peace Officers, Fish and Game Wardens, Lifeguards and other emergency service personnel in the NORCOM service area, to public safety and non-public safety events. Duties include operation of a radio console system, VESTA telephone system, CLETS, and computer aided dispatch (CAD). Duties also include answering and dispatching Fish and Game CalTip calls, and receiving and processing OES Hazmat reports. **State housing is not available.** For further information regarding this position, please contact Lorin Forehand or Betsy Hackett at (916) 358-1318.

**COMMUNICATIONS OPERATOR (PERMANENT INTERMITTENT) (6 POSITIONS) (\$17.40 - \$23.93/HOUR) – PUBLIC SAFETY DIVISION/NORTHERN COMMUNICATIONS CENTER**

The reporting location for these positions is the Northern Communications Center (NORCOM) located in Rancho Cordova. NORCOM is a 24-hour public safety communications center. These positions will work under the direction of the Communications Supervisor. The incumbents will dispatch State Park Peace Officers, National Park Peace Officers, Fish and Game Wardens, Lifeguards and other emergency service personnel in the NORCOM service area, to public safety and non-public safety events. Duties include operation of a radio console system, VESTA telephone system, CLETS, and computer aided dispatch (CAD). Duties also include answering and dispatching Fish and Game CalTip calls, and receiving and processing OES Hazmat reports. These positions may work up to 1500 hours per year. **State housing is not available.** For further information regarding these positions, please contact Lorin Forehand or Betsy Hackett at (916) 358-1318.

**ENVIRONMENTAL SCIENTIST (PERMANENT INTERMITTENT) (\$17.17 - \$31.86/HOUR) – DIABLO VISTA DISTRICT**

The reporting location for this position is the Diablo Vista District Headquarters in Petaluma. This position will work under the direction of the Senior Environmental Scientist. The Diablo Vista District is a complex and diverse district that spans over six counties. Job tasks will be undertaken over this large geographic area. Work includes identification and prioritization of the most difficult resource management issues, as well as project management, defensive planning, grant proposal development, and CEQA compliance. The incumbent will manage a wide variety of resource programs including the ongoing Category H Natural Resource Maintenance activities and CAMP entries. This position may work up to 1500 hours per year. **State housing is not available.** For further information regarding this position, please contact Marla Hastings at (707) 769-5652 ext. 214 or [mhast@parks.ca.gov](mailto:mhast@parks.ca.gov).

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

### **GUIDE I (HISTORICAL MONUMENT) (\$2832 - \$3442) – CAPITAL DISTRICT/GOVERNOR'S MANSION STATE HISTORIC PARK**

The reporting location for this position is the Governor's Mansion State Historic Park located in Sacramento. This position will work under the direction of the Guide II (Supervisor). This ornate Victorian structure was home to thirteen of California's first families from 1903 to 1967. The incumbent will plan, organize, and conduct educational tours of the Mansion, highlighting the architectural and social history of the furnished interior, the exterior and grounds, and the exhibits. The incumbent will act as a lead person to seasonals and docents, and will perform research, complete interpretive projects, and occasionally assist the curatorial and maintenance. The incumbent will provide exceptional customer service, sell tickets, collect and account for fees, and complete daily forms and reports. A considerable amount of standing, walking, and climbing stairs is necessary in the performance of this position. **State housing is not available.** For further information regarding this position, please contact Kendra Dillard at (916) 323-2500 or [kdillard@parks.ca.gov](mailto:kdillard@parks.ca.gov).

### **MAINTENANCE MECHANIC (\$3709 - \$4069) – MARIN DISTRICT/MARIN SECTOR**

The reporting location for this position is China Camp State Park. This position will also work at Olompali State Historic Park and throughout the District. The incumbent will perform systems, building, and equipment maintenance. The incumbent will also act as a lead-person for purchasing, and may direct the housekeeping function. This position includes public works contract development and management, and working with complex water and sewer systems. Experience with the facilities CAMP data program is desired. The ability to operate a variety of maintenance equipment, and perform heavy manual labor to maintain systems and collection/distribution lines in remote locations is a must. The incumbent's work schedule will be Wednesday through Sunday from 7:00 am to 3:30 pm. Training & Development may be considered for persons with documented journey level experience in a mechanical trade. **State housing may be available.** For further information regarding this position, please contact Dennis McSweeney at (415) 388-2719 or [dmcs@parks.ca.gov](mailto:dmcs@parks.ca.gov).

### **MAINTENANCE MECHANIC (\$3709 - \$4069) – NORTHERN BUTTES DISTRICT/LAKE OROVILLE SECTOR**

The reporting location for this position is the Lake Oroville Sector Shop Complex in Oroville. This position is responsible for performing skilled maintenance, alteration and repairs to structures and systems, including heating, cooling, alarm, water, sewer, and electrical systems with minimal technical supervision. The incumbent will assist the Water and Sewer Plant Supervisor in maintaining the water and sewer systems at Lake Oroville State Recreation Area. The incumbent's work schedule will be Monday through Friday from 7:30 a.m. to 4:00 p.m. **State housing is not available.** For further information regarding this position, please contact Tim Higginson at (530) 538-2214.

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**PARK MAINTENANCE WORKER I (\$2833 - \$3382) – ACQUISITION AND DEVELOPMENT DIVISION/ACCESSIBILITY SECTION/NORTH CREW**

The reporting location for this position is the Department of Parks and Recreation Warehouse, located in West Sacramento. The incumbent will travel throughout the Northern part of the State to complete construction projects and remove accessibility barriers in various State Parks. Typical projects may include placement of concrete, minor plumbing, and other skilled and semi-skilled activities. The incumbent's work schedule will be Monday through Thursday from 6:00 am to 5:00 pm, but may change during the winter months. **Possession of a valid California Driver's License is required. Please submit proof of eligibility with application. State housing is not available.** For further information regarding this position, please contact Sandy Allen at (916) 445-8939.

**PARK MAINTENANCE WORKER I (\$2833 - \$3382) – NORTHERN BUTTES DISTRICT/ VALLEY SECTOR/COLUSA-SACRAMENTO RIVER STATE RECREATION AREA**

The reporting location for this position is the Colusa Sacramento-River State Recreation Area. The incumbent will be responsible for performing skilled and semi-skilled maintenance tasks necessary to maintain park facilities and equipment, and will act as lead for seasonal employees, volunteers, and various work alternative programs in accomplishing maintenance and housekeeping. The incumbent's work schedule will be Thursday through Monday from 8:00 am to 4:30 pm. **State housing is not available.** For further information regarding this position, please contact Joseph Akers at (530) 895-4303.

**PARK MAINTENANCE WORKER II (\$3081 - \$3702) – DIABLO VISTA DISTRICT/ SILVERADO SECTOR**

The reporting location for this position is the Diablo Vista District, Silverado Sector. The incumbent's duties will include: supervision and coordination of the roads maintenance program, trails maintenance program, and special projects. Special projects may include restoration projects, historic building stabilization, Deferred Maintenance Program (DMP) Projects, Minor and Major Capitol Outlay Projects, and the Recycle Program. The incumbent will be expected to have a certificate of completion for the Department's Trails Maintenance Management Training or participate in future training sessions. The incumbent's work schedule will be Monday through Friday from 7:00 am to 3:30 pm. **State housing may be available.** For further information regarding this position, please contact Lorrie Thomas-Dossett at (707) 769-5652 ext. 218.

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**PERSONNEL SUPERVISOR I (\$3538 - \$4300) – PERSONNEL SERVICES/TRANSACTIONS UNIT/HEADQUARTERS/SACRAMENTO**

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Personnel Transactions Manager, and will be responsible for the daily supervision and oversight of the Department's Personnel Transactions Program. This position will be responsible for insuring all commitments and established deadlines are processed timely and accurately; monitoring performance and providing feedback to transactions staff, and providing assistance to staff on the more complex or sensitive transactions issues. Demonstrated knowledge of applicable statutes and bargaining language, as well as strong interpersonal, supervisory, and writing skills are a must. Proven leadership in a team based environment, and experience with the Human Resource Information System (HRIS) is desired. ***This position will remain open until filled. State housing is not available.*** For further information regarding this position, please contact Trayce Gilkey at (916) 653-6398.

**STAFF COUNSEL (\$4674 - \$7828) – LEGAL OFFICE/HEADQUARTERS/SACRAMENTO**

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the General Counsel. The primary responsibilities will include providing legal advice and review, and coordination and training in connection with the Department's park operations. As assigned, these matters will emphasize: real property matters; contracting functions, including personal and consulting services and concession contracts; operating and other agreements, both public and private; bond law; and Departmental compliance with the Public Records Act. The incumbent will provide the primary legal support for the Department's Grants and Local Services Division and Human Rights Office. In addition, the incumbent will act as liaison and coordinator with the Office of the Attorney General in connection with the litigation involving park operations. Other matters as assigned include legislative bill analysis, regulatory development, and free speech and religion issues concerning special events and other uses of park units. Occasional travel will be required. ***State housing is not available.*** For further information regarding this position, please contact Bradley Torgan at (916) 653-6884 or Kelli McDowell at (916) 653-9905.



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**STAFF SERVICES MANAGER I (\$4912 - \$5926) – ADMINISTRATION/PERSONNEL  
TRANSACTIONS UNIT/HEADQUARTERS/SACRAMENTO**

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Personnel Officer. The incumbent will be responsible for the overall management of the Personnel Transactions Unit. The incumbent should possess strong leadership skills; the ability to motivate employee, foster a team environment, and encourage upward mobility. The incumbent will be responsible for planning, organizing and directing this complex transactions program while overseeing supervisory and senior staff in the Transactions Unit, and provide expertise/oversight and functional guidance to the Department Personnel Specialists. The incumbent will work with management and field staff to identify department/program needs regarding complex personnel/payroll issues, and to develop and implement personnel transactions policies and procedures. The incumbent will also be responsible for developing applicable course material for presentation to Departmental staff. In concert with the Personnel Officer, the Manager will make or recommend changes in the organization, formulate specific goals and objectives, and develop plans for program and individual achievement. ***This position will remain open until filled. State housing is not available.*** For further information regarding this position, please contact Olivia Suber at (916) 653-9935.

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*The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.*

**LIFEGUARD (\$3344 - \$4786) – CENTRAL VALLEY DISTRICT/FOUR RIVERS SECTOR/SAN LUIS RESERVOIR STATE RECREATION AREA**

The reporting location for this position is the Four Rivers Sector Headquarters in Gustine. San Luis Reservoir State Recreation Area includes the O'Neill Forebay and the Los Banos Creek Reservoir for a total area of 91 miles of shoreline. This position will work under the direction of the Supervising State Park Ranger. The incumbent will serve as the leadperson for the aquatic program, including the Seasonal Lifeguard program. The aquatic program also includes patrol by vehicle, ATV and vessel, buoy maintenance, employee training, equipment maintenance, and participation in aquatic safety education and interpretive programs. Duties may also include land-based visitor services activities such as campground/day-use operations, law enforcement, and resource management. This position offers a motivated Lifeguard a unique opportunity to lead and design an effective and professional aquatic safety program. **A state trailer pad may be available.** For further information regarding this position, please contact Greg Martin at (209) 826-1197 or [gmart@parks.ca.gov](mailto:gmart@parks.ca.gov).

**LIFEGUARD (3 POSITIONS) (\$3344 - \$4786) – INLAND EMPIRE DISTRICT/LAKE PERRIS STATE RECREATION AREA**

The reporting location for these positions is the Lake Perris State Recreation Area. These positions will work under the direction of the Lifeguard Supervisor I. These positions are part of an active Lifeguard team which is responsible for the implementation of the aquatics' safety programs for Lake Perris State Recreation Area. This includes boat patrol, water safety, education, training, seasonal lifeguard leadership, law enforcement, interpretation, and equipment maintenance. **State housing is not available.** For further information regarding these positions, please contact Pat Caldwell at (951) 940-5645.

**STATE PARK RANGER (3 POSITIONS) (\$3344 - \$4786) – ANGELES DISTRICT/MALIBU SECTOR**

The reporting location for these positions is the Malibu Sector Office. These positions will work under the direction of the Supervising State Park Ranger. The work locations are either Regan Ranch at Malibu Creek State Park or the operations building at Point Mugu State Park. Rangers in the sector are currently scheduled on a sector wide basis. These positions present a great opportunity for professional growth and career enhancement. The sector features a wide range of daily responsibilities including campground operation, special event management, interpretation, and an active public safety program. Due to the high demand for monitors associated with commercial filming, overtime may be available to qualified staff. **State housing is not available.** For further information regarding these positions, please contact Tony Hoffman at (805) 986-8483 or Lindsey Templeton at (818) 880-0372.

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### **STATE PARK SUPERINTENDENT I (\$5031 - \$6069) – COLORADO DESERT DISTRICT**

The reporting location for this position is the Colorado Desert District Office located in Borrego Springs. This position will work under the direction of the District Superintendent. The incumbent will oversee the District's Office of Public Information, Safety and Enforcement. The incumbent will coordinate the District's public information functions, interfacing with Headquarters Communications Office. The incumbent will also be responsible for oversight of the visitor safety function, establish and provide direction for procedures involving public/resource protection and law enforcement including the Standardized Emergency Management System (SEMS), and response/action protocols concerning hazardous materials. The incumbent will evaluate the effectiveness of procedures and protocol making modifications as necessary; assist the Sector Superintendent in meeting visitor service needs and objectives including reports of employee misconduct; maintain reports and related records concerning reported crimes, visitor injuries and incidents; manage the District's Field Training Officer (FTO) program, and provide leadership, training and employee development opportunities to all visitor services staff. The incumbent will also be responsible for working with Sector staff to develop and maintain professional relationships with public safety and law enforcement entities outside the organization. **State housing is not available.** For further information regarding this position, please contact Mike Wells at (760) 767-4037.

### **STATE PARK SUPERINTENDENT II (\$5525 - \$6664) – SIERRA DISTRICT/ALPINE MONO SECTOR**

The reporting location for this position is at Grover Hot Springs State Park located in Markleeville. This position will work under the direction of the District Superintendent. The incumbent will be responsible for the oversight and management of 3 park units: Grover Hot Springs State Park, Bodie State Historic Park and Mono Lake State Tufa Reserve. The incumbent's duties include personnel, budgeting, real property, visitor services, maintenance, resource management, interpretation, concessions, interagency contracts, and public relations. The incumbent will also perform the duties of the District Public Safety Superintendent. These responsibilities include maintaining current training records for all District employees, scheduling mandated training classes, processing Department of Justice crime and clearance reports, acting as a liaison for local law enforcement agencies, distributing information from enforcement bulletins, and various other duties related to safety and enforcement. Desirable qualities include knowledge of the five core Department programs, good organizational skills, good writing and speaking skills, management abilities, and budgeting skills. The incumbent will understand the concept of the generalist ranger and strive to ensure that the District's rangers practice and embrace this ideal. **State housing may be available.** For further information regarding this position, please contact Susan Grove at (530) 525-9524.

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*The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.*

**SUPERVISING STATE PARK RANGER (\$4590 - \$5525) – MARIN DISTRICT/MARIN SECTOR**

The reporting location for this position is Samuel P. Taylor State Park. This position will work under the direction of the Sector Superintendent. The incumbent will be responsible for directing the Visitor Services functions at Samuel P. Taylor State Park, Tomales Bay State Park, and Marconi Conference Center State Historic Park. Some of the responsibilities include maintaining an active leadership role in the supervision of: high-quality, traditional, interpretive programs; environmental living history programs; community involvement programs; volunteer management; the security of historic structures; public safety/emergency response; and training for staff. Duties also include supervision of State Park Rangers, seasonal employees, volunteers, and college interns. The incumbent will be required to work cooperatively with local, State, Federal, Municipal Water Districts, and County agencies. Firearms and EMR Instructors are encouraged to apply. **State housing may be available.** For further information regarding this position, please contact Tina Williams at (415) 898-4362 ext. 15 or [twilliams@parks.ca.gov](mailto:twilliams@parks.ca.gov).

**\*\*\*\*\* EXAMINATIONS \*\*\*\*\***

The Department of Parks and Recreation has scheduled the following examinations.  
Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation  
Personnel Office  
ATTENTION: EXAM UNIT  
P.O. Box 942896  
Sacramento, CA 94296-0001

<u>CLASS</u>	<u>FINAL FILING DATE</u>	<u>EXAM BASE</u>
Accounting Technician	Continuous Filing	Promotional/Spot Sacramento
CEA, Deputy Director, Administrative Services	February 16, 2007	
Communications Operator	Continuous Filing	Open
Communications Supervisor	February 9, 2007	Open/Non-promo
State Park Cadet (Lifeguard)	Continuous Filing	Open
State Park Ranger Cadet	Continuous Filing	Open
Water and Sewage Plant Supervisor	Continuous Filing	Open